



General Services Administration/Federal Supply Service Authorized Federal Supply Schedule Price List

(On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAdvantage.gov.)

**Schedule Title: Human Resources and Equal Employment
Opportunity (EEO) Services**

FSC Group: 738 Part X

Contract Number: GS-02F-0142T

Contract Period: August 10, 2007 – August 16, 2012

Contractor: Altos Federal Group, Inc.
962 Wayne Avenue, Suite 900
Silver Spring, MD 20910
www.altosgroup.com
Telephone No.: (202) 726-7700
Fax No.: (202) 726-7717

Michael Southall, Vice President of Finance
Email: msouthall@altosgroup.com
Contract Administrator: Heather Butcher, Pricing Analyst
Email: hbutcher@altosgroup.com

Business Size: Woman-Owned, Other than Small Business

Customer Information:

Table of Contents

Item Description #	Paragraph #	Page(s)
Recruiting & Internal Placement Support Services (595-21)	1	2
Training Human Resources (595-21)	2	3
Course Descriptions	3	3-4
Employee Assistance (595-28)	4	4-5
Outplacement Services (595-21)	5	5
Labor Category Descriptions	6	5-7
Commercial Sales Practices	7	8-9

1. Prices for Recruitment and Internal Placement Support Services 595-21
(Conducted at the Government Facility)

Labor Category	GSA Rate/Hr. (Year One) With IFF	Commercial Rate/Hr.
Project Manager	\$84.01	\$87.77
Deputy Project Manager	\$72.37	\$75.61
Human Resources Manager	\$78.95	\$82.48
Human Resources Assistant Manager	\$68.25	\$71.30
Human Resources Specialist	\$54.69	\$57.14
Staffing Specialist	\$61.28	\$64.02
Senior Personnel Specialist	\$69.49	\$72.60
Human Resources QC Specialist	\$54.69	\$57.14
Sr. HR Consultant	\$172.65	\$180.38
HR Consultant	\$131.54	\$137.43

*NOTE: Pricing above includes 5% discount.

2. Prices for Training (Human Resource) 595-21

(Prices are for or off the shelf training, inclusive of all materials e.g. manuals, workbooks, etc.).

Must have a minimum of 8 and a maximum of 20 students for training to be conducted at government facility. Course titles included Managing Diversity, Strategic Planning, Team Building, and Communications. Rates shown include the cost of a professional trainer per course.

	Rate per Day
Year 1	\$2342.44 (\$2108.19)
Year 2	\$2342.44 (\$2108.19)
Year 3	\$2342.44 (\$2108.19)
Year 4	\$2342.44 (\$2108.19)
Year 5	\$2342.44 (\$2108.19)

*NOTE: Numbers in Parentheses are for repeated courses.

3. Course Descriptions:

Managing Diversity

This course is designed to increase personal awareness and acceptance of the differences between individuals in an ever changing workforce. Our goal is to combat prejudice and develop understanding in how actions and behaviors can impact others. We will work on all issues of discrimination whether based on race, religion, creed, ethnicity, gender, sexual orientation, or body image through self-assessments, experiential exercises, case studies, and class discussion. Ultimately students will learn to value diversity and achieve better strategies in working with others to establish a work environment in which we are all enriched by each other no matter what our differences may be.

Strategic Planning

Designed for Managers and team leaders, this course is structured to help executives implement a disciplined planning process that will turn strategic thinking into action. Participants will learn to detect the strengths, weaknesses, opportunities and threats that define strategies. Better understand how culture and values can influence business decisions. Set the future direction of your company through improved business processes, customer satisfaction, and quality control. Learn how to preempt your competitor's actions and win in highly competitive cost sensitive markets. Participants will leave this seminar with time-specific actions plans that will ensure positive results.

Team Building

This is an interactive group course that focuses on effective management and team building. Team members will learn how to identify common goals, and then define a management action plan which will assign individual responsibilities towards meeting those goals. Through self-assessments, problem solving forums, role-playing exercises, and personality questionnaires, team members will learn more about themselves and others and how different behaviors can either motivate or

discourage. Through observation and analysis we will stimulate strategic and creative thinking, and improve communication. Your team will develop a “winning attitude” at the workplace and beyond.

Communications

Participants will learn how to assess their own personal communication patterns and distinguish the difference between clear, concise messages and messages that are vague and non-goal oriented. Students will learn to avoid self-defeating behaviors that put up barriers between themselves and others. This is an interactive behavior based training course where role-playing exercise, video presentation, and case studies will be used to exhibit many different communication situations. Each participant will learn to listen positively and respond with purpose in any situation be it in or out of the workplace.

4. Prices for Employee Assistance 595-28

Price Per Employee/Year

# of Employees Covered	Year 1	Year 2	Year 3	Year 4	Year 5
1-500	\$27.71	\$28.67	\$29.68	\$30.72	\$31.80
501-1000	\$27.20	\$28.16	\$29.15	\$30.16	\$31.07
1001-2500	\$23.68	\$24.50	\$25.36	\$26.25	\$27.17
2501-5000	\$19.95	\$20.64	\$21.37	\$22.11	\$22.89
5001-10000	\$19.65	\$20.33	\$21.05	\$21.78	\$22.55
10001+	\$19.39	\$20.07	\$20.77	\$21.50	\$22.26

AFG proposes to provide to GSA, confidential and professional Employee Assistance (EA) Services to its employees and qualified beneficiaries. These services include, but are not limited to, training supervisors and managers on how to aid troubled employees, orienting employees on using the Employee Assistance Program (EAP), developing quality assurance procedures, providing diagnostic and counseling services, crisis intervention services, preventative healthcare workshops, educational outreach programs, assessment and referral, short-term problem resolution, monitoring and follow-up, and union consultation.

Altos will use experienced and trained professionals to meet these goals. We will provide Licensed Professional Counselors or Licensed Clinical Social Worker’s who are Master’s Level and above prepared and are licensed in their respective fields. Our Professionals have 3 or more years of career and specialty counseling experience.

*** On site Training \$525 per day** – Altos will provide work site Supervisor/Manager training on a wide array of topics to choose from including EAP orientation, drug and alcohol awareness, sexual harassment, communication and team building, effective management training, problem resolution between co-workers. Rate shown includes the cost of one professional trainer per daily session.

****On site Trauma response \$525 per day-** Altos will provide on-site critical incident one-on-one or group counseling to deal with such crisis situations as helping an employee cope with the loss of a

co-worker, personal loss of a loved one, marital and family issues, and alcohol or drug abuse crisis intervention. Rate shown includes the cost of one professional counselor per day per incident.

5. Prices for Outplacement Services 595-21
(Conducted at the Government Facility)

Labor Category	GSA Rate/Hr. (Year One) With IFF	Commercial Rate/Hr.
Project Manager	\$84.01	\$87.77
Deputy Project Manager	\$72.37	\$75.61
Human Resources Manager	\$78.95	\$82.48
Human Resources Assistant Manager	\$68.25	\$71.30
Human Resources Specialist	\$54.69	\$57.14
Staffing Specialist	\$61.28	\$64.02
Senior Personnel Specialist	\$69.49	\$72.60
Human Resources QC Specialist	\$54.69	\$57.14
Sr. HR Consultant	\$172.65	\$180.38
HR Consultant	\$131.54	\$137.43

*NOTE: Pricing above includes 5% discount.

6. Labor Category Descriptions

Job Title: Project Manager

Responsibilities: Project Managers apply their broad management skills and specialized functional and technical expertise to managing a large team of professionals. The PM will oversee the operations of one or more projects with little direction. The PM is responsible for all aspects of the project (s) including the planning and implementation of new organizational structures, supervision of staff members, managing of functional activities, and preparing and maintaining project performance reports for corporate analysis. They'll be responsible for ensuring consistency of quality control.

Minimum Education: Bachelor's degree in management or related field.

Job Title: Deputy Project Manager

Responsibilities: The Deputy Project Manager will be directing the activities of a large team of professionals. They will report directly to the project manager. The Deputy will organize and assign responsibilities to staff members, and supervise all operational and administrative aspects of one or more projects. They will assist in the completion and maintenance of project performance reporting. The DPM will ensure the conformance of performance requirements in all areas.
Minimum Education: Bachelor's degree in management or related field.

Job Title: Human Resources Manager

Responsibilities: He/she shall design, plan, and implement human resources programs and policies including staffing, compensation, benefits, classification, position management, employee relations, training, and health and safety programs. Senior level management, support, and counseling are provided in these areas. Supervision of all human resources staff members and planning of personnel resources for staffing of all areas of personnel department. Applies a broad knowledge and expertise of federal competitive and human resource management laws . Ensures the timely submission of audit reports, and technical assessments of HR operations. Maintains state and federal labor regulations through continual research of emerging requirements and policy changes. Strong oral and written communication capabilities are required.
Minimum Education: Bachelor's degree in human resources or related field.

Job Title: Human Resources Assistant Manager

Responsibilities: The HR Assistant Manager shall assist in the implementation of human resources programs and policies including staffing, compensation, benefits, classification, position management, employee relations, training, and health and safety programs. He/She will report directly to the Human Resources Manager and have a broad general knowledge in one or more areas of human resources support functions including personnel file organization and management. They will be responsible for achieving and maintaining compliance of company reporting requirements.
Minimum Education: Bachelor's degree in human resources or related field.

Job Title: Human Resources Specialist

Responsibilities: The HR Specialist shall provide support for human resources programs. They shall have extensive experience and expertise in personnel file organization and maintenance. They shall be experienced with the use of various office equipments systems such as windows based computer programs, copiers, scanners, and fax machines. They will be providing such tasks as providing assistance on employee records, processing employee transactions and preparing human resources reports.
Minimum Education: Bachelor's degree in human resources or related field.

Job Title: Senior HR Consultant

Responsibilities: He/she shall serve as the primary point of contact and senior level authority to assigned program offices, providing advisory services and assistance in the area of personnel management. They will be responsible for identifying deficiencies, and obtaining necessary missing documents from official personnel records. They will provide assistance in a variety of human resources functions such as development, and classifications of positions, recruiting, interviewing and hiring, and providing status reports of actions. Conduct QC audits, and analyze and recommend appropriate HR digital imaging and retrieval systems. Conduct other studies or analyses to identify problems and solutions relative to the agency's management of personnel records.
Minimum Education: Bachelor's degree in human resources or related field.

Job Title: HR Consultant

Responsibilities: He/she will perform in assigned program offices, providing advisory services and assistance in the area of personnel management. They will be responsible for identifying deficiencies, and obtaining necessary missing documents from official personnel records. They will provide assistance in a variety of human resources functions such as development, and classifications of positions, recruiting, interviewing and hiring, and providing status reports of actions. Conduct QC audits, analyze and recommend appropriate HR digital imaging and retrieval systems. Conduct other studies or analyses to identify problems and solutions relative to the agency's management of personnel records.

Minimum Education: Bachelor's degree in human resources or related field

Job Title: Staffing Specialist

Responsibilities: The staffing specialist will perform technical work in recruiting such as seeking out potential candidates, interviewing, and hiring. They will be responsible for completing criminal background checks and investigations, credentialing and applications of any necessary licensing, or clearances that may be necessary to a particular job requirement. They must be able to work independently to ensure the selection of the best qualified candidate for position vacancies and fill them as expeditiously as possible. The individual shall have some experience in and be may be required to assist in the development of position descriptions. The Staffing specialist must stay familiar with applicable state and local labor laws.

Minimum Education: Bachelor's degree in human resources or related field.

Job Title: Senior Personnel Specialist

Responsibilities: the Senior Personnel Specialist is knowledgeable of the methods and practices of personnel administration including certification, benefits administration, classification and pay as well as being experienced in employee relations as demonstrated through the handling of grievances and disciplinary actions In addition, the Senior Personnel Specialist shall coordinate tracking of employees on various forms of medical, disability and/or family leave, and be familiar with the Government retirement and benefits program and use of it's software. Have excellent writing skills that will enable he/she to post vacancies, prepare ads, and reports.

Minimum Education: Bachelor's degree in human resources or related field.

Job Title: Human Resources Quality Control Specialist

Responsibilities: The HR QC Specialist should be able to independently complete file review and audit support for human resource filing projects. The HR QC Specialist should be experienced with file audit inspection procedures and oversee the performance of audit activities. The individual is able to generate audit reports that details findings and recommend solutions to human resources records management issues. Evaluates systems, analyzes data, evaluates products and technology and establishes quality control procedures. Participates in vendor evaluation.

Minimum Education: Bachelor's degree in human resources or related field.

7. Commercial Sales Practices

With respect to labor categories which fall under SIN 595-21, Altos Federal Group, Inc. does not discount and offers no concessions. There are no deviations from this policy. Thus the prices offered the government under SIN 595-21 will be equal to or better than our best price offered to commercial customers or other government agencies. As such, Altos' **Most Favored Class** of commercial customers will be categorized as **All Commercial Customers**. All travel and per diem associated with the services will be negotiated separately outside of MAS contract.

1. Minimum Order Amount - \$100.00
2. Maximum Order Amount - \$1,000,000.00
3. Geographic coverage (service area): 48 contiguous United States including Washington D.C., Alaska, and Hawaii.
4. Points of Production: Not Applicable
5. Discounts from list prices or statement of net price: 5% discount is included in net prices. 10% Discount offered for repeat training courses.
6. Quantity Discounts: Recruitment and Internal Placement Services
Outplacement Services
 - 2% Discount on orders between \$100,000 and \$500,000.
 - 3% Discount on orders between \$500,001 and \$2,000,000.
 - 5% Discount on orders greater than \$2,000,000.
7. Prompt Payment Terms: 10 Days: 1%
8. Government Purchase cards are accepted at or below the micro-purchase threshold of \$3,000.
9. Government Purchase cards are accepted above the micro-purchase threshold.
10. Foreign Items: Not Applicable

11. Time of Delivery: Will be determined on a case by case basis based on the terms of the contract.
12. Expedited Delivery: Not Applicable
13. Overnight and 2 day delivery: Not Applicable
14. Urgent Requirements: Altos is prepared to respond to the government's urgent needs. Delivery arrangements for urgent requirements will be handled on a case by case basis.
15. All prices are FOB Destination.
16. Ordering Address: Altos Federal Group, Inc.
962 Wayne Avenue, Suite 900
Silver Spring, MD 20910
17. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
18. Payment Address: Altos Federal Group, Inc.
962 Wayne Avenue, Suite 900
Silver Spring, MD 20910
19. Warranty Provision: Not Applicable
20. Special attributes such as environmental attributes: Not Applicable
21. Data Universal Number System (DUNS) number: 61-771-4886
22. Altos is registered in the Central Contractor Registration database. Please visit <http://www.ccr.gov/> for further details.